

FAUQUIER COUNTY PARKS & RECREATION
POLICY

<u>TITLE:</u>	Volunteers
<u>FILE #:</u>	V 1, 2, 3
<u>DATE PROPOSED:</u>	3/6/85
<u>DATE APPROVED/REVISED:</u>	3/6/85, 9/12/00, 9/3/03, 10/6/04, 2/23/11, 12/2/14

PURPOSE: Volunteers are an important aspect of the recreation delivery system in a public recreation agency. This policy outlines the definitions and requirements to be a Department volunteer and sets forth restrictions on volunteer duties and provides guidelines for enrolling, tracking and recognizing volunteers.

I. General

[AP] Volunteers are defined as individuals who donate time and/or services without compensation. In order to protect the volunteers, the public, and the county government, all volunteers need to complete an application before commencement of work or duties. Additionally, volunteers who are 18 and older must undergo a full background check every two (2) years and must immediately report, in writing, any criminal charges or convictions that occur within the two year period. The cost of the background check will be borne by the Department. Background checks will remain confidential.

Volunteers must be legal residents of the United States.

Volunteers may volunteer on a project or time basis. All volunteers who are under age 18 will require adult supervision.

Staff will not provide supervision for volunteers under 18 years of age.

Groups may enroll as an entity in the volunteer system and will be tracked and acknowledged as a group, however, all adult members (18 and older) of the group will be required to complete an application and undergo a background check.

Volunteers may not handle cash or operate any County mechanized/ motor vehicle when performing volunteer duties for Parks and Recreation.

Procedures:

1. *If a volunteer application is received and then enclosed in a sealed*

envelope for delivery to the Administrative office, then immediate volunteering may be allowed. Volunteers should complete their background check within 2 (two) weeks. If not completed within that timeframe then Administrative staff will contact the volunteer and remind them of this requirement. If the background check is not completed within 30 (thirty) days from the date of the application, then the applicant will not be permitted to volunteer at future events until the background check results have been received without disqualification.

- 2. Upon receipt of an application, the Regions should send a notification e-mail to the Administrative Manager. Notification should include the name of the volunteer and confirmation that a fully completed application (including volunteer's signature) was received. The Administrative office will then use this e-mail notification to authorize the background check vendor to complete the background check. (Authorization can only be given if the volunteer applicant has provided electronic consent for the background check.) Completed application should be forwarded to the Administrative office. Additionally, when an application is sent to the Administrative Office, the Administrative Manager will cross check the applicant's name, with the database of the background check vendor, to verify whether the applicant has previously consented to a background check and whether their status was listed as qualified or disqualified.*
- 3. The Administrative office will input data from the completed application, into the volunteer database. Additionally, a spreadsheet with the names and status of current volunteers who have provided background check consent will be kept on the "Z" drive. This spreadsheet will indicate if the applicant is approved or if the status of the background check is pending. (Additional information found on this sheet includes the due date for the next required background check, whether the volunteer would like to be on-call, and their area of interest.) Any individuals disqualified as a result of the background check will be removed from this list. Staff shall refer to this listing whenever they use volunteers.*
- 4. After the applicant has completed the application and the results of the background check do not disqualify them from volunteering, the Administrative Manager will send an e-mail to the appropriate supervisor and the date of this notification will be recorded on the applicant's "Volunteer Checklist". The supervisor will then provide the qualified volunteer with an orientation packet, usually within seven (7) days. It is preferred that this packet be given and discussed in person with the volunteer. If circumstances do not allow for the personal discussion, then the volunteer packet may be mailed*
- 5. Applicants who are disqualified as a result of their background check (guidelines are set forth in policy M 9-2-2, Background Check) will be notified by the vendor providing the background checks. Additionally, the Administrative Manager will maintain a confidential spreadsheet which includes both the names of individuals who have completed an application but never provided consent for a background check, and applicants who have been*

disqualified as a result of the completed background check. Situations regarding these individuals will be addressed as they arise.

6. *If a volunteer applicant requests a copy of their completed background check, the Administrative Manager will print the copy from the vendor background check website and send it to the individual volunteer at the address provided in the background check consent.*
7. *For volunteer staff to be properly recognized and acknowledged by Parks and Recreation the following must be done:*
 - a. *The prospective volunteer will submit an application which should be forwarded to the administrative office for processing. There they will be entered into the volunteer system and will have a "Volunteer Checklist" set up in the Parks and Recreation records on which the volunteer's activities should be recorded. Groups may enroll as an entity in the volunteer system and will be tracked and acknowledged as a group, Individuals may enroll in the volunteer system and will be tracked and acknowledged as an individual.*
 - b. *Every volunteer should provide an accurate record of hours worked, preferably on a departmental timesheet that should be verified by their supervisor and then forwarded to the administrative office. The contents of the timesheet should also be entered under the volunteer's "Volunteer Checklist" for each appropriate date.*
 - c. *Each volunteer may be considered for recognition and commendation upon the attainment of certain milestones of service. At 20 hours of service, a certificate shall be sent to the volunteer, commending them on their service.*
 1. *At 40 hours of service, a certificate of commendation and a Parks and Recreation tee-shirt shall be sent to the volunteer.*
 2. *At 100 hours of service, a certificate of commendation and a Parks and Recreation sweater shall be presented to the volunteer.*
 3. *At 200 hours of service, a certificate of commendation and a Parks and Recreation pen set shall be presented to the volunteer.*
 4. *At 500 hours of service, a certificate of commendation shall be presented to the volunteer.*
 - d. *All recognition of milestones shall be handled by the Administrative office and recorded on the "Volunteer Checklist."*
 1. *Further, if a volunteer is terminated for any reason, this is to be noted on their "Volunteer Checklist" and kept for Parks and Recreation's personnel records.*

II. Coaches

- a. A coach's certification program shall be established for the training of all youth sports coaches. Optional certification costs, if any shall be borne by each coach.
- b. All coaches involved in agency operated programs shall be urged to participate. Coaches involved in other youth sports programs throughout the County shall be notified of the program and also be encouraged to participate.

III. Aquatic or high risk activities

- a. All programs using a volunteer to direct any aquatic or high risk activity requires notification of Risk Management prior to conduct of activity.